

PAYROLL REPORTING AGENT REGISTRATION FORM

Please complete and return this *Payroll Reporting Agent Registration Form* (DE 973B) if you will be registering as a Payroll Reporting (P/R) Agent with the Employment Development Department.

Note: Your registration request cannot be processed without the following information.

1. Payroll Reporting Agent Company Information:

Business Name: _____

Address: _____

2. Federal ID No.: _____

3. Payroll Reporting Agent Client Information:

Total number of clients to date: _____

4. Will you be filing electronically? ☐ Yes ☐ No

INTERNAL USE ONLY: P/R AGENT CODE NO.: _____

5. Payroll Reporting Agent Contact Information:

Representative Name:
(or primary contact) _____

Telephone: _____

Fax: _____

Representative Name:
(or secondary contact) _____

Telephone: _____

Fax: _____

Mail this completed registration form and client listing to:

Attention: Agent Desk
Employment Development Department
Account Services Group, MIC 13
PO Box 826880
Sacramento, CA 94280-0001

For additional information, contact the Agent Desk at (916) 654-8798 or fax the completed form to (916) 654-9211.